

DELAWARE NUTRIENT MANAGEMENT PROGRAM

Standard Annual Report Instructions

This set of instructions will help you navigate and fully complete your annual report to fulfill the requirements set forth by the Nutrient Management Law. The Standard Annual Report is required for anyone that applies nutrients (commercial fertilizer or manure) to 10 acres or more AND/OR has 8,000 lbs. of animal units (8 animal units) and is not yet covered under the CAFO permit. Please remember your consultant is a great resource if you need additional help or you may call the Nutrient Management program for one of our staff members to guide you to the required information as well.

Follow along to complete sections 1 through 8.

SECTION 1: Participant Information

| 1. PARTICIPANT INFORMATION | |
|--|--|
| <i>Applicant Name</i> | |
| <i>Mailing Address</i> | |
| <i>Phone</i> | |
| <i>Email</i> | |
| <i>Operation Name</i> | |
| <i>Operation Address</i> | |
| <i>Name, Number & Expiration of NM Certification Holder in the Operation</i> | |
| | |
| | |

REQUIRED SECTION

- If you completed and submitted the previous year's annual report, the participant information section will come pre-filled. If any of the pre-filled information is incorrect, please strikethrough the incorrect information and write in the new, correct information. We will update our database accordingly.



- If this section is blank, please complete it to the fullest extent.
- The “Name, Number & Expiration of NM Certification Holder” section will list anyone we have registered as a certified individual within your operation.
 - The expiration date is to help you keep track of when an individual will be required to renew their certification.
 - If expired, the individual needs to complete the necessary continuing education credits as soon as possible to regain compliance.

SECTION 2: Management Plan Type

REQUIRED SECTION

- Similar to Section 1, if you have completed and submitted an annual report in the previous year, this section should be completed with the plan information we have on file for the specified operation.
- If this section is pre-filled and the plan has expired, please strike through the incorrect information and update it accordingly.
- If this section is blank, please complete it according to the following guidelines:
 - Nutrient Management Plan (NMP) is a plan written by a certified consultant and may include up to 3 years of recommendations for your tillable acres
 - Animal Waste Management Plant (AWMP) is a plan written by either a certified consultant or by the operator (please contact the office for approval) and have a 5-year lifespan.
 - CAFO plans are written by a certified consultant and meet the guidelines required to obtain a CAFO permit for your animal operation and have a 5-year lifespan.
- **If you do not have a plan for your operation, please call us to help you get in contact with a certified consultant**

2. MANAGEMENT PLAN TYPE

Plan Types:

- Nutrient Management Plan (NMP) - Crops with or without Animals
- Animal Waste Management Plan (AWMP – No Crops)
- CAFO (Concentrated Animal Feeding Operation Plan)

| | |
|--------------------------------------|--|
| Management Plan Type | |
| NM Consultant Name | |
| Start Date of Most Current Plan | |
| Expiration Date of Most Current Plan | |
| Total Acres Included in the Plan | |
| Years of Plan | |

SECTION 3: Watershed

| 3. WATERSHED – Geographical Location(s) of Operation | | | | | |
|--|-----------|---|-----------|---|-----------|
| % | Watershed | % | Watershed | % | Watershed |
| | | | | | |

REQUIRED SECTION

- The watershed information for your operation can be found within your Nutrient Management Plan or on the front page of your Animal Waste Management Plan
 - It can also be found via your address here:
<http://delawarewatersheds.org/find-your-watershed-address/>
- This section **MUST ADD UP TO 100%**
- Please include the percentage for each watershed your operation falls within
- If you have **MORE THAN 3** watersheds, please write additional watersheds on the back of the annual report form or attach a sheet with the additional watersheds.

SECTION 4: Animal Types

| 4. ANIMAL TYPES <input type="checkbox"/> Not Applicable | | | |
|---|--------------|------------------|--------------|
| Animal Type | Total Number | Animal Type | Total Number |
| Poultry (capacity per flock) | | Swine | |
| Dairy | | Horse | |
| Beef | | Other (Specify): | |

- If you have 8 Animal Units or more (8,000 lbs of animals or more) this section is REQUIRED**
 - If not, please check “Not Applicable”.
- Record the number of animals housed during the annual report period
 - Poultry growers report your average flock capacity – we are aware this number fluctuates throughout the year.
- If “Other” please write in which animal type, you house.

SECTION 5: Manure Export for Land Application

| 5. MANURE EXPORT FOR LAND APPLICATION | | | <input type="checkbox"/> Not Applicable |
|---------------------------------------|-----------------|---|---|
| Manure Type | Amount Exported | Circle One | Name of Receiver |
| | | <input type="radio"/> Tons <input type="radio"/> Gals | |
| | | <input type="radio"/> Tons <input type="radio"/> Gals | |

Note: Include additional sheets if necessary

- If manure left your farm to be utilized by another individual or entity you are **REQUIRED** to complete this section.
 - Please complete a separate line for each individual to include **manure type** (animal type), the **amount in TONS or GALLONS**, and the **NAME of the receiver** (who took the manure). **This information is required to be kept in your records as part of an animal operation.** If you do not have the ton or gallon information, please contact your receiver for this information.
 - If this section is missing **AMOUNT** or **NAME** of receiver, it will be returned to you!
 - If you need additional lines please attach an additional sheet
- If you do not have any animals or did not export any manure during the annual report period, please check "Not Applicable".

SECTION 6: Manure/Poultry Mortality Export for Alternative Use

| 6. MANURE/POULTRY MORTALITY EXPORT FOR ALTERNATIVE USE | | | <input type="checkbox"/> Not Applicable |
|--|-----------------|---|---|
| Manure Type | Amount Exported | Circle One | Name of Receiver |
| | | <input type="radio"/> Tons <input type="radio"/> Gals | |

Example: Mushroom Industry, Greener Solutions, etc...

- If manure left your farm to be utilized for an alternative use you are **REQUIRED** to complete this section.
 - Alternative Uses Include: manure transport company, mushroom industry, or poultry mortality export to Greener Solutions.
 - Please complete a separate line for each individual to include **manure type** (animal type), the **amount in TONS or GALLONS**, and the **NAME of the receiver** (who took the manure). **This information is required to be kept in your records as part of an animal operation.** If you do not have the ton or gallon information, please contact your receiver for this information.
 - If this section is missing **AMOUNT** or **NAME** of receiver, it will be returned to you!
 - If you need additional lines please attach an additional sheet.

- If you do not have any animals or did not export any manure during the annual report period, please check “Not Applicable”.

SECTION 7: Land Application of Manure


| 7. LAND APPLICATION OF MANURE <input type="checkbox"/> Not Applicable | | | | |
|---|--------------------|-------------|-----------------------|-------------|
| Please indicate the total amount of manure, litter, or process wastewater land applied during the calendar year and the total number of acres to which it was applied. Manure types include: Chicken, Dairy, Swine, Horse, & Beef. If applications do not match these types, please specify type below. | | | | |
| Manure Type | Dry Manure Applied | | Liquid Manure Applied | |
| | Total Tons | Total Acres | Total Gallons | Total Acres |
| | | | | |
| | | | | |

- If you applied manure to 10 acres or more during the annual report period you are REQUIRED to complete this section.
- Complete the manure type, total tons applied on total acres AND/OR total gallons applied on total acres.
 - If you need additional lines please attach an additional sheet.
- If you did not apply any manure as part of your operation during the annual report period, please check “Not Applicable”.

SECTION 8: Summary of Nutrient Applications

| 8. SUMMARY OF NUTRIENT APPLICATIONS <input type="checkbox"/> Not Applicable | | | |
|--|----------------------|-------------------------|------------------------|
| Please indicate the total number of pounds (lbs.) of commercial Nitrogen and Phosphorous applied during the calendar year and the total number of acres to which it was applied. | | | |
| Nitrogen Total Pounds | Nitrogen Total Acres | Phosphorus Total Pounds | Phosphorus Total Acres |
| | | | |

- If you applied COMMERCIAL Nitrogen or Phosphorus to a total of 10 acres or more, you are REQUIRED to complete this section.
- Complete the TOTAL POUNDS of Nitrogen applied to TOTAL acres AND/OR the TOTAL POUNDS of Phosphorus applied to TOTAL acres.
 - Do **not** put total pounds of nitrogen or phosphorus applied per acre- we are looking for TOTALS!

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- If you did not apply any commercial nitrogen or phosphorus to a total of 10 acres or more during the annual report period, please check “Not Applicable”.

Lastly, please **sign and date** the bottom of the annual report and submit via mail or email to the Nutrient Management Program at the Delaware Department of Agriculture.

